NCLB Code Instructions

MUNIS

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1 Introduction

Welcome to the "No Child Left Behind" Coding Instructions. The Kentucky Department of Education is required to segregate those Paraprofessionals denoted as Highly Qualified based on the "No Child Left Behind" efforts. This guide will help your district denote these Highly Qualified employees so that when the CSD report is generated, these Highly Qualified individuals are reported directly from the MUNIS system.

If You Need Help

If you have explored this user guide and have problems generating the required MUNIS report, please contact the MUNIS Help Desk at (800) 722-4908.

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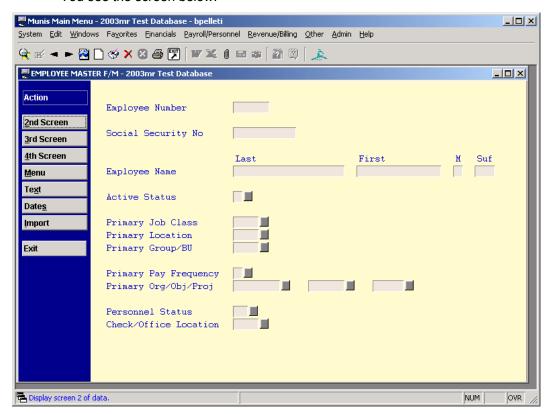
2 Employees Eligible for Reporting

The first step is to identify the employees that should be categorized as No Child Left Behind, Highly Qualified. Once your district has determined the appropriate employees to include, you can assign an attribute to these employees for inclusion in the CSD report.

2.1 Assigning Employees for NCLB Reporting

- 1. Select Payroll/Personnel.
- 2. Select Employee Maintenance/Reports.
- 3. Select Employee Master F/M.

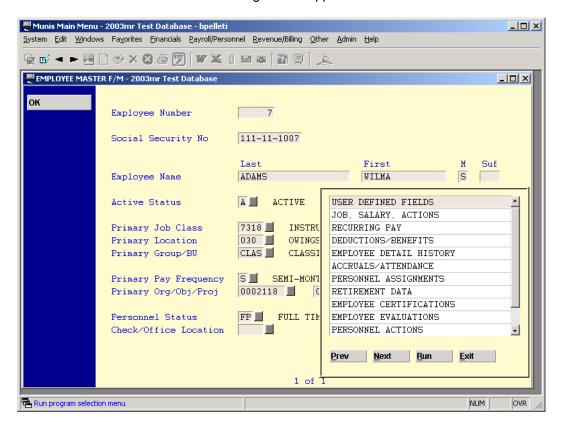
You see the screen below.



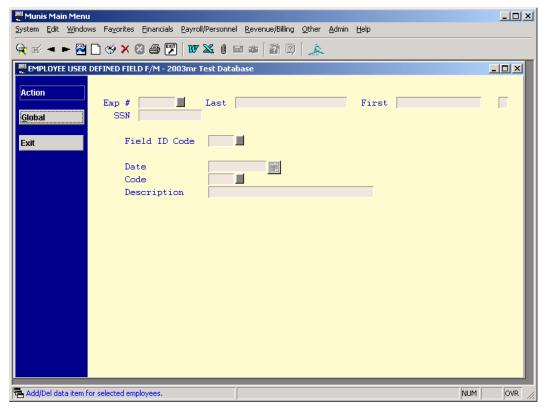
Select employees to assign for NCLB reporting:

- 1. Select the **Find** icon (magnifying glass).
- 2. Enter employee number(s) or name to select the employee.
- 3. Press **Esc** or select the **Check Mark** icon.

4. If the appropriate employee to assign to NCLB displays, select the **Menu** button. The following screen appears:



5. Double click on the "**USER DEFINED FIELDS**" menu item. The following screen appears:



- 6. Select the **Add** icon (blank sheet of paper) or type "a" to add.
- 7. The employee number and name will appear.
- 8. Enter "NCLB" into the "Field ID Code."

Repeat these steps until all eligible employees are assigned.